

Add / Delete a Satellite Location

Overview: The service administrator and users approved by the administrator are the only people that can make changes to your service.

Steps to Add / Delete a Satellite Location

NOTE: Please refer to the “**MTLS Online System User Manual**” for more detailed instructions on navigating in the system.

Step 1.

Log into the system: <https://services.dps.ohio.gov/EMSMTLS>

Step 2.

- From the system home page, hover over the “Action” area in the “Active / Pending Service Applications(s)” area of the service license you want to add / delete a satellite. A pop-up will appear. Click on “Update”

Step 3.

- Click the Satellite tab.

Step 4. (To Delete)

- Hover over the “Action” area of the satellite you want to delete then select “Delete”.
- Click on “Save and Continue”.
- Select the Confirmation tab. Confirm that the information you updated is correct.
- Check the attestation box at the bottom of the page, then select “Save and Continue”

Step 5. (To Add)

- Click on “Add Satellite”

- Add the satellite information where indicated then select “Save”. Repeat this process to add additional satellite locations.
- Click on “Save and Continue”
- Select the Confirmation tab.
- Confirm that the information you updated is correct.
- Check the attestation box at the bottom of the page, then select “Save and Continue”